

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, January 24, 2005 – 5:30 p.m.

Warrenton-Fauquier Airport Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:35 p.m. on 24 January 2005 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven

Charles M. Medvitz

Raymond E. Graham

Arthur Nash

Rick Gerhardt

Frank Rader

Center District Representative

Scott District Representative

Fauquier County Board of Supervisors

Cedar Run District

Marshall District Representative

Cedar Run District Representative

Lee District Representative

County Staff:

Tony Hooper

Chrissy Kirby

Michael Anderson

Tom Boyer

Deputy County Administrator

Executive Assistant, County Administration

Airport Manager

County Operations Department

Staff:

Stephen S. Roszel, Sr.

Stephen Roszel, Jr.

Ross Dillman

Essar Aviation

Essar Aviation

Essar Aviation

Absent:

Willis P. Risdon

Dennis Hunsberger

Bob Newman

Sparky Lewis

Citizen at Large

Citizen at Large

Airport Tenant/Owner

Town of Warrenton

Visitors:

David Fields

Jim Stone

Ron Gatewood

Dave Maitland

Andy Andrews

Chuck Tippet

Owner/Operator

Member, Planning Commission

Skyworld Aviation

Owner/Operator

Owner/Operator

Owner/Operator

2. Election of Chairman & Vice Chairman:

Ray Graham made a motion to appoint Jim VanLuven as Chairman of the Fauquier County Airport Committee and Willis Risdon as Vice-Chairman. Chuck Medvitz seconded the motion. The motion passed with a unanimous vote. The Airport Committee's recommendation will be forwarded to the Fauquier County Board of Supervisors for approval.

3. Adoption of Agenda:

Chuck Medvitz moved and Ray Graham seconded a motion to adopt the January 24, 2005 meeting agenda, with one change to move item #11c to 5a. The motion carried unanimously.

4. Citizens' Time:

Chuck Tippettt thanked all involved in the successful runway improvements.

5. Adoption of the Minutes:

Chuck Medvitz moved and Jim VanLuven seconded a motion to adopt the December 6, 2004 meeting minutes, with the following corrections:

- Page 7, Paragraph 11 – add language: *SAIC moved out of State for activities discussed.*
- Page 4, Paragraph 8 – change language: *Jet A Fuel is expected to be available at the Warrenton-Fauquier Airport in February 2005.*

The motion carried unanimously, with Ray Graham abstaining from the vote.

6. Update – Operations Subcommittee:**a. Review of Correspondence – SkyWorld Aviation, Phoenix Aviation, Doug Cumins:**

Tony Hooper reported that the Airport Operations subcommittee met on January 20, 2005 to discuss the above mentioned correspondence.

b. Request from Midland Development Corporation to Revise Land Lease Agreement:

Tony Hooper stated that the Operations Subcommittee discussed the possibility of amending the current Land Lease with Midland Development Corporation to provide flexibility to operate specified limited aviation businesses. The current lease states “storage of light aircraft only.” The Operations Subcommittee proposed adding ancillary use (i.e.: desk, computer, etc.) to the current Land Lease to allow Midland Development Corporation to continue to support current hangars, billing and services to tenants. Mr. Hooper will work with the County Attorney to draft proposed amendments and will present to the Airport Committee in February 2005. Mr. Hooper indicated that Fauquier County will need to maintain control over services such as aircraft maintenance.

Mr. Hooper stated that letters will be sent to some tenants of the Warrenton-Fauquier Airport indicating that the policies of the Airport are that the only allowable maintenance on aircraft within hangar units are on aircraft in which they have a substantial investment in. Mr. Hooper will work with the County Attorney on correspondence to be forwarded to tenants.

c. Terminal Planning Process (Feasibility Study):

Mr. Hooper discussed the proposed future terminal facility at the Warrenton-Fauquier Airport; a copy of the proposed study timeline is attached. The Operations Subcommittee will participate in the process with the Federal Aviation Administration, Virginia Department of Aviation and Campbell and Paris Engineers. Essar Aviation will also be invited to participate in the Terminal Feasibility Planning process.

7. Update from Finance Subcommittee:

a. Current Year Financial Report:

Mr. Hooper stated that the current year financial report will be presented at the February 2005 Airport Committee meeting.

b. Operating Budget Request FY06:

Mr. Hooper stated that the operating budget request for FY 2006 will be presented at the February 2005 Airport Committee meeting.

c. T-Hangar/Tie-Down Rental Rates:

Mr. Hooper indicated that the Airport Finance Subcommittee discussed the possibility of increasing the current monthly rental fees at the Airport by an additional 5%. The proposed increases will assist in covering the financial responsibilities accompanying the recent improvements at the Airport. Fauquier County will continue to replace the roofs on the old hangar facilities and other on-going improvements. Mr. Hooper stated that Mike Anderson had done a recent study of surrounding airport monthly rental rates, a copy of which is attached. The Finance Subcommittee has recommended making the proposed changes. Mr. Graham reminded the Committee that there are no General Funds contributed to the Airport and that the Airport must continue to be self-supporting. Mr. Graham stated that the old hangar units are still in need of improvements. Mr. Anderson indicated that the Airport should keep rates as low as possible; however, allowing for the continuation of improvements over the next couple of years. Mr. Graham indicated that the Airport should keep rates below surrounding Counties; however continue to bring services up to high quality.

Mr. Medvitz reminded the Committee that electrical services would cost more in the upcoming year due to the installation of the new runway lighting system. Mr. Medvitz stated that he felt the rate increase was reasonable.

Chuck Medvitz moved to increase the monthly hangar, tie-down, and condo rates by 5% effective June 1, 2005. Jim VanLuven seconded the motion. The motion passed unanimously.

Mr. Hooper will forward the proposed rate increase to the Fauquier County Board of Supervisors for consideration at the February 10, 2005 Board of Supervisors meeting. Following the approval from the Board of Supervisors, notification, as per lease agreement, will be forwarded to all current tenants of the Warrenton-Fauquier Airport.

8. Update – Airport Manager:

a. Airport Manager's Report:

Mike Anderson reviewed the presented Airport Manager's report, a copy of which is attached herein.

Mr. Anderson notified the Committee that the snow fall on Saturday, January 22, 2005 resulted in approximately two (2) inches of snow. Mr. Anderson stated that the runway was closed for approximately eight (8) hours and was re-opened at 7:00 p.m. Saturday, January 22, 2005. Mr. Anderson indicated that additional snow removal efforts were completed on Sunday, January 23, 2005.

Mr. Anderson thanked all involved in making the transition to new FBO services a success.

b. Airport Agricultural RFP:

Mr. Anderson reviewed the attached Airport Agricultural RFP. Mr. Anderson stated that some minor changes have been made to the RFP which was compiled by the Fauquier County Procurement office. Mr. Anderson will forward recommendations to the Procurement office for final approval and release. Mr. Van Luven questioned when the final version would be released. Mr. Anderson responded that it is his intentions to release the RFP now to be ready for spring.

Mr. VanLuven appointed Chuck Medvitz, Willis Risdon, Mike Anderson, along with himself, to review the proposals, with the expectation that there would be pre-proposal meetings scheduled with surrounding farmers. The purpose of the pre-proposal meetings will be to educate the local farmers on what is expected in farming on Airport property.

9. Update – FBO:

Steve Roszel, Jr. stated the on January 1, 2005, 775 gallons of fuel was pumped and that thus far 4200 gallons for January 2005. Mr. Roszel stated that he has provided the meter readings to Mr. Anderson.

Mr. Roszel thanked Mr. Gatewood for the use of his Broadband system for the first three weeks of operation. Mr. Roszel indicated that in the next week or so, Direct Way system would be installed at the Airport.

Mr. Roszel stated that the flight planning room and lobby area are nearing completion.

Mr. Roszel indicated that two new security cameras have been installed.

Mr. Roszel reported that staff has successfully completed the TSA course and certificates are displayed in the lobby area.

Mr. Roszel indicated that Essar has hired an Office Manager to begin Wednesday, January 26, 2005. Essar Aviation now has ten (10) employees, to include the Flight Instructors, as per IRS, Flight Instructors now must be part-time employees of the agency.

Mr. Roszel reported that a new “quick response checklist” is located at the reception area of the lobby.

Mr. Roszel provided website address for Warrenton-Fauquier Aviation. The new website is located at warrentonfauquieraviation.com.

Ross Dillman reported that approximately two-hundred (200) man hours were put into the repairs and renovations to the Maintenance Facility. Mr. Dillman stated they have completed their 5th annual inspection for the month of January 2005.

Dave Fields introduced himself as a volunteer working with Warrenton-Fauquier Aviation to promote the airport. Mr. Fields stated that, with assistance of other volunteers, uniforms have been selected and are being worn by all employees and volunteers working with Warrenton-Fauquier Aviation.

Mr. Fields reported that all employees with Warrenton-Fauquier Aviation are required to complete and pass the video certification program Safety 1st – which is a fire safety, security and customer service program.

Mr. Fields was pleased to report that the North American Top Guns will be based at Warrenton-Fauquier Airport for the period of time June 18, 2005 through July 4, 2005. At that time, the Top Guns will be selling tickets for rides.

Mr. Dillman stated that the new Airport Courtesy Car was donated by Lindsey Cadillac.

10. Update from Campbell and Paris:

Representatives from Campbell and Paris Engineers were unable to attend Committee meeting; therefore, Mike Anderson presented a report provided by Mike DuBeau, a copy of which is attached.

Ray Graham requested that Tony Hooper work with Jim VanLuven to draft a letter from the Committee to the Virginia Department of Aviation to hold funding set aside for the installation of the Glidescope at the Airport.

Mr. Fields questioned the status of the entrance way sign. Mr. Anderson stated that he is continuing to work with Rappahannock Electric to have lights installed by the sign prior to re-lettering it.

11. Update – Tony Hooper:**a. Grand Opening Preparations:**

Mr. Hooper indicated that it was intended to have the Airport grand opening during the Summer/Fall 2005 time frame. Mr. Anderson will obtain the construction schedule prior to the next Airport Committee meeting. Mr. Hooper asked for volunteers to serve on the Grand Opening Subcommittee. The subcommittee will consist of the following members:

- Jim Van Luven
- Willis Risdon
- Dave Fields
- Chuck Tippet
- Mike Anderson
- Andy Andrews
- County staff, as needed.

b. Special Exception Permit Application:

Mr. Hooper indicated that the Special Exception Permit Application has been filed for the Airport; a summary of application is attached herein. The Special Exception will be heard at the March 2005 Fauquier County Planning Commission meeting.

c. Review of Airport Committee By-Laws:

Mr. Van Luven began the discussion of the Airport Committee By-Laws. Mr. Van Luven suggested changing Article 2 – D, remove the word “to” and add “for.” Mr. Graham indicated that it is not necessary to have two (2) representatives from the Board of Supervisors or from the Town of Warrenton. Mr. Medvitz suggested the continuation of having one (1) member of the Board of Supervisors to continuing their service on the Airport Committee. Mr. Medvitz reminded the Committee that, as stated in Article 7, the Airport Committee has the ability to make changes to the current by-laws. Mr. Van Luven indicated that the draft amendments be presented to the Airport Committee in February 2005 and forward recommendations to the Board of Supervisors in March 2005.

Summary of proposed amendments:

- Membership to include: one (1) representative from each magisterial district and three (3) at-large representatives.
- Modify quorum requirement.
- Add – excused or unexcused absence rule. (if member is unable to attend, member must contact Chairman)
- If appointed member is absent either 3 meetings in a row or 50% or more of meetings, Chairman will correspond, in writing, to member requesting a notice of resignation.

12. Roundtable:

Ron Gatewood advised the Committee that recent legislation presented to the Virginia Aviation Business Association recommended a \$5 million cut within the budget of the Virginia Department of Aviation. Mr. Graham requested that Mr. Hooper follow-up with legislators to find out “how will this cut effect Warrenton-Fauquier Airport.”

Mr. Van Luven indicated that Mr. Risdon, Mr. Hooper and himself, will attend the Virginia Department of Aviation Board meeting in April 2005.

Mr. Van Luven suggested that the Committee review and propose additional airport development over the next ten (10) years. Mr. Hooper indicated that many items will be addressed within the Terminal Feasibility Study.

Mr. Graham indicated that the airport needs to continue to move forward and recognized the significant progress thus far. Mr. Graham stated that he would like to see the same level of improvement over the next five (5) years.

The next meeting of the Airport Committee will be February 28, 2005 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Jim Van Luven moved and Ray Graham seconded the motion that the meeting be adjourned at 7:22 p.m.